

FINANCIAL REPORTING REQUIREMENTS

**SPONSORED BY:
THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEN: Wednesday, November 28, 2007 9 a.m. – 12 p.m. (Morning session)

Class ID is S 419

Wednesday, November 28, 2007 1 p.m. – 4 p.m. (Afternoon session)

Class ID is S 420

Please choose either the morning session or the afternoon session.

SETU Training Room, 442 Civic Center Drive, Augusta, Maine

PROGRAM DESCRIPTION: FINANCIAL REPORTING REQUIREMENTS

This training will review the agreement Pro Forma and subsequent cost settlements. It will discuss the impact of MAAP and the Federal Circulars in the budgeting and settlement process.

Who should attend:

Individuals who are responsible for the preparation of periodic financial (cost settled) reports and year end "Final Financial Reports" to the Department. Additionally, individuals who are responsible for the preparation of the "Pro Forma" section included in the agreement.

THE PRESENTER

Dave Surette, Audit Program Manager, Social Services Programs

TO ENROLL: please go to the Staff Education and Training Unit's website at www.maine.gov/dhhs/setu/setu.htm There you will find (in the upper left hand corner) a tab entitled "On-Line Registration Form". Please fill this form out and click on the submit button at the bottom. You will get a "Receipt of Application", confirmation will follow a few weeks before the program runs. If you make any errors, the form will let you know when you submit. Just click the back button, correct any errors, and resubmit. You can see if you got into the program even before you receive a confirmation by going to the calendar for the month of November and click on the underlined class title. This takes you to the attendance list and will also show the first 10 people on the waiting list. We only send confirmations, we do not notify participants if they have not been accepted into a program. You will need the class id number to register.

[THE ID NUMBER FOR THE MORNING SESSION: S419.](#)

[THE ID NUMBER FOR THE AFTERNOON SESSION: S420.](#)

In the lower left hand corner of the website is a link entitled "How Do I Get There?" Directions to 442 Civic Center Drive are located there.

Should you need any help navigating the site, please feel free to call us at 287-9355.